



FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000- 2005 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



December 15, 2006

Re: 07ITB53112YB-BR
DVD's, Music CD's, VHS, and Spoken Word Non-Book Materials

Dear Bidders:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced *Bid (ITB)*.

Except as provided herein, all terms and conditions in the *Bid* referenced above remain unchanged and in full force and effect.

Sincerely,

Brian Richmond
Assistant Purchasing Agent

07ITB53112YB-BR, DVD's, Music CD's, VHS, and Spoken Word Non-Book Materials

Addendum No. 1

Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

A. The date and time for bidders requiring clarification or interpretation has been extended to Friday, December 15, 2006 by 5:00 P.M.

B. Under Section 1, Instruction to Bidders, #18, page 10, please disregard the following passage:

Each Bid must be accompanied by a Bid Bond in accordance with the Bid Bond Requirements provided in the Contract Documents, on a Surety Company's Standard Bid Bond Form acceptable to the County in an amount no less than 5% of the amount bid. The successful bidder will be required to furnish a Performance Bond and Payment Bond, on or before the issuance of Notice to Proceed, each in the amount of 100% of the Contract Amount. All other required Contract Documents must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner on or before the issuance of the Notice to Proceed.

C. Please disregard Section 2, Bid Forms, pages 18 and 19.

The following are questions that interested vendors have had concerning the specifications:

1. Is a bid bond required for this bid?

Answer: Bid Bond is not required

2. Do we have to write company's name and information at the bottom of each sheet?

Answer: No

3. For legal name of offerer, do we use company's name or personal name?

Answer: Company Name

4. Please describe the general development of said Offeror's business during the past five years, or such shorter period of time that said Offerer has been in business? What specific information is required?

Answer: Information such when did your business begin, number of employees, the different areas of business your company has expanded into, percentage of growth in sales, manufacturing capability, ect.

5. The Dewey system that you are requesting, what will be the delivery Turnaround time ARO to vendor? If there is a rush order what is the turnaround time for that order?

Answer: A-FPLS must receive shelf-ready shipments 15 days from date order is received by Respondent for in-stock orders. Rush shelf-ready order must be received 5 days from date order is received by Respondent. ARO reference is unknown

6. Will ALL materials be shelf-ready for the 10% percentage cataloging? May a vendor send documents to library? We are asking if the (tags, pockets items) for the shelf ready materials, will some of these items be requested to be sent directly to the library?

Answer: Yes all materials must arrive shelf-ready at the library. No pocket and tags are not to be sent to the library. These items are required to process materials on site at the vendor's location.

7. What types of capabilities are required for Electronic Online Format and what type of capabilities are required or Electronic transmission?

Answer: Electronic on-line Format must be MARC-based as described on page 56 of bid. Tape Load or EDI transfer of data is needed. Respondent must have the appropriate equipment, software, knowledge, and understanding of the makeup of a MARC format.

8. Must a written procedure and process be submitted with bid on providing non-books requested materials to library? Will electronic emails be acceptable when ordering materials?

Answer: Written procedures and processes and the mechanism for acquiring materials not available in vendor in-stock inventory is required with bid. Yes. Electronic e-mails will be acceptable for rush orders only

9. Can you explain a little bit more about the Marc System? Must all the items listed be included?

Answer: MARC is the format ALL materials have to be in to be machine readable by the computer. Yes

10. What web ordering tools do you want the vendor to have, and what is the SIRSI system?

Answer: Online ordering system web browser with the capability of uploading to our online system. SIRSI is the Integrated Online System used by A-FPLS for OPAC, Cataloging, Circulation, etc.

11. Can a vendor be a non-book only provider and not have to provide shelf ready services for that bid?

Answer: No

12. Are all pop-ups and board books exempted from cataloging?

Answer: Yes

13. On page 9, item 15, BID OPENING – It states that all bidders are requested to be present at the opening. Does that hold true for this type of Bid (Library Materials)?

Answer: It is not mandatory for bidders to be present at opening

14. Is drop – shipment to separate branches of the library system of product required by the library within this bid?

Answer: Yes, drop shipments to separate locations are required

15. What is the Total Dollar Value associated with this Bid?

Answer: The Total Dollar Value is determined by the available funds in the 2007 Budget. In 2006 we spent approximately \$600,000 and most likely 2007 amount will be similar

16. For statements on pages 50 – 65, if we wish to give detailed responses, in what format would it be required? Can we provide a response on a separate document references the page and paragraph?

Answer: To further explain your responses you can attach additional sheets

17. Can we provide attachments of printed materials such as catalogs, list of producers/studios, selection list samples, or other pertinent information?

Answer: Yes, you can provide attachments such as catalogs, and other pertinent information.

18. What is the target date for A-FCLS to begin using Sirsi acquisitions?

Answer: Target Date has not been set, and most like Sirsi acquisitions' will not start in 2007.

19. Are Bidder's Contractor License Number and License Expiration Date required? Or will this be for Construction bids only.

Answer: That information would be needed if this was a construction bid.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time, Tuesday, December 19, 2006, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2006.

Legal Name of Bidder

Signature of Authorized Representative

Title